Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2014**
PI-2446 (Rev. 07-13)

Required by § 43.17(5) and 43.24(3) Wis. Stats.

INSTRUCTIONS: Complete and submit by **October 15, 2013**, to:

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
ATTN: JAMIE MCCANLESS
DIVISION FOR LIBRARIES AND TECHNOLOGY
P.O. BOX 7841
MADISON, WI 53707-7841**

	GENERAL INFORMATION	

Library System

  Milwaukee County Federated Library System

Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans.

The key economic factors that influenced the development of the 2014 MCFLS plan and other plans include:

1)   State aid revenue in 2014 will not change from what we received in 2013 - $2,677,006. This flat funding, on top of a previous 10% decrease in system aid in 2012, continues to create a tremendous challenge for system budgeting and service development. Milwaukee County aid will likely increase from $66,650 to $100,000 as a one-time increase to help us fund our 2014 migration to a more robust integrated library system platform (see #2 immediately below).. We will know the final outcome of our 2014 Milwaukee County Aid in November, 2013. West Milwaukee revenue in 2014 will increase slightly by $1,460 (2.9%) to $51,234..

2)   MCFLS continues to concentrate much of our staff effort and financial resources toward the administration and support of a first class automation system. In 2014 we will be migrating from Innovative Interfaces Milennium to the Innovative Interfaces Sierra platform. The cost of the migration (payable over three years) is $135,398 for the Sierra Services Platform/ Database Server and $35,960 for thr hardware upgrade to an IBM Linux application server (Advanced Server class).

3)   Sorting and delivery of interlibrary loan items among members continues to be a major responsibility of MCFLS. We will be entering the second year year of a three year (2013-2015) delivery contract with Action Logistics.

4)   Per the recently MCFLS Board approved 2014-2015 Member Agreement, MCFLS will allocate 41% of State Aid toward reciprocal borrowing for each of the next two calendar years (2014 and 2015) . These funds subsidize each net lending library according equal to its percentage of overall net lending.   10% of of system aid will go toward the cataloging contract in 2014. Member libraries will pick up the remainder of the cataloging contract that exceeds 10%. 7% of system aid will go towards the resource library contract with Milwaukee Public Library. These three allocations equal 61% of System Aid.

5)   MCFLS will continue a 2014 Continuing Education contract with the Waukesha County Federated Library System (WCFLS) for the purposes of securing workshop presenters, engendering publiciity, registering participants, and setting up the venues for 4 programs that are jointly planned by MCFLS/WCFLS and other library systems in Southeastern Wisconsin.

6) The popular Info-Pass program will be continued with the assistance of WiLS.

7) We are renewing our ILS contract with Milwaukee Public Library in 2014.

8) The TEACH/BCN program is our source for internet bandwidth and we made progress in 2013 in expanding bandwidth to those libraries who needed it : Wauwatosa, Oak Creek, and Shorewood.

Describe significant needs and problems that influenced the development of this and other system plans.

We will be using most of 2014 LSTA system technology grant funds ($30,000 of $37,100) for subscription costs to NoveList Plus OPAC Enhancements. NoveList can be integrated with our new Encore discovery platform and will include cover images, annotations, reviews, reading recommendations, table of contents, author biographies, publisher summearies, series info, and awards. The rest of our technology grant funds ($7,100) will go toward purchasing a new Linux application server in conjunction with the planned migration to Innovative Interfaces' Sierra platform in 2014.

MCFLS and its member libraries need to continue to find ways to share systemwide resources in cooperative and cost saving ways. MCFLS' brokering purchases of online databases is a good example of this. Another example of meaningful collaboration is the WPLC statewide digital media buying pool and MCFLS and its member libraries are looking forward to participating once again in the media buying pool in 2014.

Describe the planning environment and process under which this and other system plans were developed. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

The MCFLS Board approved the plan. The Library Directors Advisory Council (LDAC) had input into various aspects of the

GENERAL INFORMATION (cont'd.)

plan. Planning documents include 2012-2014 Technology Plan (previously submitted) , 2014 Interlibrary Services Contract with MPL (to be submitted upon completion) , 2014-2015 Cataloging Contract (sending electronic version with electronic submission of this plan) , 2014-2015 Member Agreement (sending electronic version with electronic submission of this plan) and 2014-2015 Resource Library Agreement (sending electronic version with electronic submission of this plan) .

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2014**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:

Membership Agreements

☒ (a) Written agreements to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s. 43.15 (4) (c) 4., and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.

☒ A copy of the agreement with a list of all members signing it will be provided to the division by January 15.

Resource Library Agreement

☒ (b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.

☒ A signed copy of the resource library agreement will be provided to the division by January 15.

Reference Referral, Interlibrary Loan, and Technology

☒ S.43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

List ongoing activities related to this requirement.

MCFLS contracts with the Milwaukee Public Library to provide for interlibrary requests beyond the System's resources. MPL also has a contract with the Reference and Loan Library to meet an agreed upon number of requests from Wisconsin residents for interlibrary loan material.

Interlibrary loan requests within the system are taken care of via the shared ILS system.

Indicate new or priority activities relating to this requirement for the plan year.

Inservice Training

☒ S.43.24(2)(e) Inservice training for participating public library personnel and trustees.

List ongoing activities related to this requirement.

MCFLS offers high quality continuing education and training. MCFLS produces 4 high quality, highly attended continuing education programs annually. MCFLS plans these programs in cooperation with the Waukesha County Federated Library System and other systems in Southeastern Wisconsin.

The MCFLS Director assumes primary responsibility for MCFLS' CE planning.

MCFLS staff will continue to assume responsibility for reviewing CE hours related to the re-certification of member library directors.

Indicate new or priority activities relating to this requirement for the plan year.

ASSURANCES (cont'd.)

Delivery and Communication

☒ S. 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement.

MCFLS provides and administers a wide area network for data communications, internet access, email, and web hosting. When needed, MCFLS subcontracts with a local automation firm for services.

MCFLS operating funds are used to subcontract for sorting/delivery services with a local vendor.

In 2014, MCFLS operating funds will once again be used to help fund the South Central Delivery Service, which delivers materials throughout the State of Wisconsin.

Indicate new or priority activities relating to this requirement for the plan year.

Service Agreements

☒ S.43.24(2)(g) Service agreements with all adjacent library systems

☒ A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.

Other Types of Libraries

☒ S.43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.

☒ The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.

☒ Other types of libraries in the system area have had an opportunity to review and comment on the plan.

Library Technology and Resource Sharing Plan

☒ S.43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.

☒ Member public libraries and other types of libraries in the system area have had an opportunity to review and comment on the plan.

☒ A copy of the written plan, including any revisions and amendments, for library technology and resource sharing is attached to this document or is on file with the division.

Professional Consultation

☒ S. 43.24(2)(h) Professional consultant services to participating public libraries.

List ongoing activities related to this requirement.

Annual Reports, Wireless Networking, Statutory Compliance Issues, Other Technology.

Indicate new or priority activities relating to this requirement for the plan year.

Services to Users With Special Needs

☒ S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

List ongoing activities related to this requirement.

Milwaukee Bucks reading program.

Indicate new or priority activities relating to this requirement for the plan year.

ASSURANCES (cont'd.)

Other Service Programs

S.43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service programs individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

Administration

☒ The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.

☒ The 2013 system audit will be submitted to the division no later than September 30, 2014.

Budget

☒ A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

CERTIFICATION

WE, THE UNDERSIGNED, CERTIFY that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2014**.

Name of System Director	Signature of System Director	Date Signed
	➢	
Name of System Board President	Signature of System Board President	Date Signed
	➢	

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is: ☐ Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	DLT Assistant Superintendent Signature ➢	Date Signed

Comments

PUBLIC LIBRARY SYSTEM 2014
ANNUAL PROGRAM BUDGET

Program	2014 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan*					
1. Technology	$430,892	$100	$7,100	$1,047,290	
2. Reference	$187,390				
3.Interlibrary Loan	$36,450				
4. Electronic Resources			$50,182	$213,439	
Program Total	$654,732	$100	$57,282	$1,260,729	$1,972,843
Continuing Education and Consulting Service*					
1. Continuing Education	$26,910				
2. Consulting Service	$68,486				
Program Total	$95,396	$0	$0	$0	$95,396
Delivery Services	$316,283				$316,283
Library Services to Special Users	$7,831				$7,831
Library Collection Development					$0
Direct Payment to Members for Nonresident Access	$1,206,812				$1,206,812
Direct Nonresident Access Payments Across System Borders					$0
Library Services to Youth	$2,559				$2,559
Public Information	$28,676				$28,676
Administration	$364,717				$364,717
Subtotal	$1,926,878	$0	$0	$0	$1,926,878
Other System Programs					
1. MultiType				$8,603	$8,603
2. Member Office				$77,500	$77,500
Program Total	$0	$0	$0	$86,103	$86,103
Grand Totals	$2,677,006	$100	$57,282	$1,346,832	$4,081,220

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).